The financial health of New York Wing Civil Air Patrol is highly dependant on our ability to receive Air Force and other agency reimbursement in a timely manner. Members expect prompt reimbursement for covered expenses. Service providers expect prompt payment for services rendered. This document will define procedures to be used in conjunction with mission activity and other financial events directly related to corporate owned aircraft and vehicles. It will define procedures to be followed to enable tracking of monies due NYW for mission activity and follow up of missing paperwork.

The second page of this letter is a chart summarizing events and documentation required.

Original CAPF 108's related to Air Force reimbursed missions ("A" mission symbols) are to be sent to NYW/DOS for logging, consolidation when required, and forwarding to NYW/LO. Other forms that are required depending on the mission are: a copy of the CAPF 84 (with the pilots signature) for CD missions, the AFROTC flight form. If reimbursement to a member is required, a NYWF 80 must be submitted with receipts attached. NYW/DOS will forward NYWF 80's to NYW HQ/FM upon verification of mission participation. If member reimbursement does not require a CAPF 108 then submit the NYWF 80 with receipts direct to HQ NYW/FM.

Mailing address for NYW/DOS:

Lt Col Bill Hughes, 4667 Boynton Rd., Walworth, NY, 14568. CAPF 018's may be submitted via email to Bill.Hughes@usa.xerox.com

Copies of CAPF 108's for corporate owned aircraft will be included in the monthly aircraft package sent by each Group to NYW HQ/FM. The responsibility for CAPF 108's for corporate owned aircraft lies with the group in custody of the aircraft. Pilots are expected to complete the 108's but groups must ensure they are accurate, complete and submitted timely. Groups may opt to use other procedures but the financial responsibility remains with the group in custody of the aircraft.

All CAPF 108's are to show NYW Civil Air Patrol as the claimant. Any member reimbursable expenses for these missions are to be submitted on a NYWF 80 **in addition to** the CAPF 108. Wing reimburses members per the NYWF 80 and is reimbursed in turn per the CAPF 108. Instances where only a NYWF 80 is required are listed at the end of this letter. The AF no longer reimburses direct to members.

Reimbursement for Department of Environmental Police (DEPCAP) missions is handled by Lt Col Ken Andreu with reports to NYW HQ/FM.

Invoices for authorized maintenance for corporate owned aircraft and vehicles must be attached to a NYWF 90 and sent to NYW HQ attention the appropriate maintenance officer. There may be other policies associated with corporate asset maintenance.

Aircraft Maintenance Officer: Lt Col Norman Greenberg

Vehicle Maintenance Officer: Maj Ed Rabassa

NYWF 80's for member reimbursement of authorized maintenance expenses for corporate owned aircraft and vehicles will be sent to NYW HQ according to any instructions from the appropriate maintenance officer.

NYWF 80's for member reimbursement for fuel and oil in corporate owned aircraft will be sent to NYW HQ/FM and must include the tail number, date, vendor name and the original receipt. Receipts/invoices should be made out to NYW CAP whenever possible. Fuel and oil for a corporate owned aircraft will **never** be included on a CAPF 108 since this is a Wing expense since the AF reimbursement is a wet rate.

NYWF 80's for other member reimbursement will be sent to NYW HQ/FM and must include the reason, the name of the person authorizing the expenditure and original receipts.

NYW Reimbursement Procedures

<u>Event</u>	<u>CAPF</u> 108	NYWF 80	<u>CAPF</u> <u>84</u>	NYWF 90	AFROTC Form	<u>Notes</u>
Air Force Reimbursed Missions						
Corporate owned aircraft on "A" missions	Х		If CD		If ROTC	
Member owned/supplied aircraft on "A" missions – pre- approval required	Х	Х	If CD			
Member out of pocket, reimbursable expense for "A" missions	Х	Х	If CD			
Air Force Assigned Non-reimbursable Missions						
Corporate owned aircraft on "B" missions in support of an agency	$\begin{array}{c} \text{See} \\ \text{note} \rightarrow \end{array}$					Use CAPF 108 unless other form specified
Member owned/supplied aircraft on "B" missions in support of an agency – pre-approval required	$\begin{array}{c} \text{See} \\ \text{note} \rightarrow \end{array}$	Х				Use CAPF 108 unless other form specified
Member out of pocket, reimbursable expense for "B" missions in support of an agency	$\begin{array}{c} \text{See} \\ \text{note} \rightarrow \end{array}$	Х				Use CAPF 108 unless other form specified
Corporate owned aircraft on "B" missions <u>not</u> in support of an agency						Not reimbursed
Member owned/supplied aircraft on "B" missions <u>not</u> in support of an agency						Not reimbursed
<u>CAP Corporate Missions – "C" missions</u>						Not reimbursed
Other Situations						
Member out of pocket expense for fuel/oil for corporate owned aircraft – any mission		Х				Receipt required showing tail number
Member out of pocket expense for maintenance of corporate owned aircraft – work order number required		Х		Per instruct.		Receipt required showing work order number
Member out of pocket expense for maintenance of corporate owned vehicle – work order number required		Х		Per instruct.		Receipt required showing work order number
Payment to a vendor for maintenance of corporate owned aircraft or vehicle – work order number required				Х		Invoice required showing work order number
Member out of pocket expense supporting Wing level activity – pre-approval required		Х				Receipts required

General rules:

CAPF 108's are for NYW to receive reimbursement.

All CAPF 108's are to be made payable to HQ New York Wing CAP, 817 Stewart Ave. – Rear, Garden, City, NY 11530-4856 516-222-9140. The AF no longer makes reimbursement to members.

Fuel for a corporate owned aircraft will never be shown on a CAPF 108.

NYWF 80's are for members of NYW to receive reimbursement.

NYWF 80's will show payable to the member unless other arrangements were made in advance with NYW/FM. Receipts for any item other than aircraft hours must be attached.

When both a CAPF 108 and NYWF 80 are required the amount shown on the NYWF 80 may, or may not be the same as that shown on the CAPF 108 and receipts for any expense other than aircraft hours must be attached. The member is paid according to the NYWF 80 and wing in turn is paid per the CAPF 108.

Missions with "B" symbol are not reimbursable unless provided in direct support of an agency with an Air Force assigned mission number. If reimbursable, procedures are to be provided by the NYW person responsible for the interface with the agency.

CAP corporate missions ("C" symbol) are not reimbursed.

Counter drug missions include 15% of the flight cost for "administrative" costs. A copy of the CAPF 84 with the pilot's signature must be attached to the CAPF 108.

AFROTC orientation allows for ferry time. Ferry flight time is entered on the CAPF 108 under "hours flown" but the dollars are shown under "other". Actual orientation time is shown as hours, rate, and "aircraft cost".

NYWF 90's are for authorizing payment to vendors for maintenance on corporate owned aircraft and vehicles.